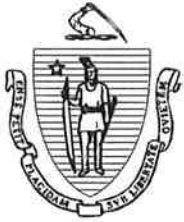


## VII. APPENDICES

A. Notice of DHCD FY 2009 and 2010 CSBG Recovery Act State Plan and Application public inspection period.

B. Additional Information

- Massachusetts CSBG Recovery Act Proposed Project Concepts
- State Legislation – The Massachusetts Economic Opportunity Act of 1984
- 760 CMR 29.00 DHCD/CSBG Regulations
- Organizational Structure
- CAA Address List
- FY 2009 – 2010 Federal Poverty Level
- The National Indicators of Community Action Agency Performance
- Administrative Certifications



Commonwealth of Massachusetts  
**DEPARTMENT OF HOUSING &  
COMMUNITY DEVELOPMENT**

Deval L. Patrick, Governor ♦ Timothy P. Murray, Lt. Governor ♦ Tina Brooks, Undersecretary

**NOTICE OF PUBLIC INFORMATION SESSION**

Fiscal Year 2009 – 2010  
Community Services Block Grant (CSBG)  
American Recovery and Reinvestment Act of 2009 (Recovery Act) Plan

The Massachusetts Department of Housing and Community Development (DHCD) as a condition of receiving CSBG Recovery Act funds from the U.S. Department of Health and Human Services, has prepared its Fiscal Year 2009 – 2010 Community Services Block Grant (CSBG) Plan. **A Public Information Session on the draft Recovery Act Plan will be held on May 14, 2009 - 9:00 AM to 11:00 AM. The session will take place at:**

The Department of Housing and Community Development  
Conference Room B, 2<sup>nd</sup> Floor  
100 Cambridge Street  
Boston, MA 02114

**Copies of the draft Plan will be posted on DHCD's website located at: [www.mass.gov/dhcd](http://www.mass.gov/dhcd) on May 11, 2009.** Additional copies may be requested by calling the Division of Community Services at (617) 573 - 1400 or by sending an e-mail to: [community\\_services@hotmail.com](mailto:community_services@hotmail.com)

Written comments on the Plan will be received until **Monday May 25, 2009** to:

Gerald Bell  
Manager, Community Services Unit  
Division of Community Services  
Massachusetts Department of Housing &  
Community Development  
100 Cambridge Street, Suite 300  
Boston, MA 02114  
[gerald.bell@state.ma.us](mailto:gerald.bell@state.ma.us)

FY 2009  
CSBG ARRA Proposed Project Concepts

# of CAAs	Service Category	Sample Proposed Project Concepts	Estimated Average % of CSBG Planned
20	Employment and Training	Job search, training and placement programs for unemployed including an Economic Recovery Center. GED, Green Jobs, energy auditors training, and sector-based training in Information Technology.	41%
24	Housing & Homelessness Prevention	Coordination of services with the Interagency Commission on Housing and Homelessness (ICHH), housing search and placement of homeless clients. Foreclosure prevention services for homeowners and tenants living in foreclosed houses. Emergency shelters, rent and Utility payments.	35%
20	Nutrition	Food pantry, emergency food distribution, nutritional outreach and training, Food Stamp outreach and enrollment.	10%
13	Health	Health insurance outreach and enrollment, health care for teens and elders, home inspections, behavioral health services, community outreach, counseling and support.	10%
3	Education and Literacy	Early education support, after school programs, and day care support.	3%
3	Other		1%

This preliminary proposed project concept report was developed based on a survey, entitled, "The American Recovery & Reinvestment Act (ARRA) - CSBG Stimulus Award".

ACTS, 1983. - Chap. 705.

Chap. 705. RELATIVE TO ECONOMIC OPPORTUNITY FOR LOW INCOME.  
CITIZENS OF THE COMMONWEALTH.

Be it enacted, etc., as follows:

Chapter 23B of the General Laws is hereby amended by striking out section 24, added by chapter 1179 of the acts of 1973, and inserting in place thereof the following section:

Section 24. As used in this section the following words, unless the context requires otherwise, shall have the following meaning:

"Community action agency", a nonprofit agency which has previously been designated and authorized to accept funds from the federal Community Services Administration for community action agencies under the federal Economic Opportunity Act of 1964, unless such designation is rescinded by the secretary in accordance with the provisions of this section, or any agency formed as may be designated as a community action agency by the secretary to succeed any agency that the secretary determines fails to meet federal requirements established by the secretary, or any agency designated as a community action agency by the secretary to serve previously unserved areas in accordance with the provisions of this section.

"Community services block grant", funds designated to ameliorate the causes of poverty in communities within the commonwealth, distributed by the federal government to the commonwealth pursuant to section 672(a) et. seq. of the Omnibus Budget Reconciliation Act of 1981, or its successor.

"Density of poverty", percentage of total population in area to be served representing persons at one hundred per cent of poverty as defined by the United States Office of Management and Budget.

A community action agency shall maintain a board structure which consists of the following:

(i) one-third of the members shall be elected public officials: currently, holding office, or their representatives, except that if the number of elected officials reasonably available and willing to serve is less than one-third of the membership on the board, membership on the board of appointive public officials may be counted in meeting such one-third requirement; (ii) a least one-third of the members shall be persons chosen in accordance with democratic selection procedures adequate to assure that they are representative of the poor in the area served; and (iii) the remainder of the members shall be officials or members of the business, industry, labor, religious, welfare, education, or other major groups and interests in the community.

ACTS, 1983. - Chap. 705.

In order to qualify as a community action agency, such agency must be one which is community based and operated as set forth in this section and which:

(i) is designed to provide a range of services and activities having a measurable and potentially major impact on causes of poverty in the community or those areas of the community where poverty is a particularly acute problem;

(ii) has been developed and has organized and combined projects and activities undertaken by the agency in a manner appropriate to carry out all the purposes of this section; and

(iii) includes programs to assist low income participants, including the elderly poor, such as programs to: secure and maintain meaningful employment, attain an adequate education; provide and maintain adequate housing, and a suitable living environment; receive energy assistance and weatherization services; obtain emergency assistance through loans or grants to meet immediate and urgent individual and family needs, including the need for health services, nutritious food, housing and employment-related assistance; remove obstacles and solve personal and family problems which block the achievement of self-sufficiency; and achieve greater participation in the affairs of the community.

The commonwealth, acting by and through the secretary, may enter into contracts with community action agencies, and such other organizations as the secretary determines, to provide services consistent with the purposes of this section. Any such agency shall comply with such requirements as the secretary may establish by regulation or otherwise, including, but not limited to, reporting and monitoring requirements, and evaluation procedures for the designation and the suspension or rescission of designation as a community action agency. Procedures for the suspension or rescission of designation as a community action agency shall include adequate notice and an opportunity for a hearing.

The secretary may designate an agency as community action agency to serve a previously unserved area, if the secretary finds that: there are sufficient additional community services block grant funds appropriated to provide for the addition and continuing operation of such agency, and that such agency will serve an area having a population in excess of seventy-five thousand and a density of poverty which exceeds seven per cent.

The provisions of this section shall be applicable to the awarding of contracts by the secretary under the federal community services block grant program. Not less than ninety per cent of the total of any such community services block grant funds received by the commonwealth during any fiscal federal year shall be contracted directly with community action agencies in existence at the beginning of such fiscal year. Not more

ACTS, 1983. - Chap. 706.

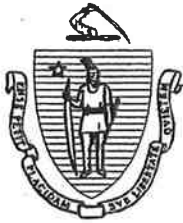
than five per cent of the total of any such community services block grant funds received by the commonwealth shall be allocated to the secretary for administrative expenses. Not more than five per cent of the total of any such community services block grant funds received by the commonwealth shall be awarded by the secretary for innovative anti-poverty projects or programs operated by nonprofit organizations.

The commonwealth, acting by and through the secretary, may, subject to appropriation, provide supplementary funds to community action agencies in accordance with the provisions of this section.

Recognition of a community action agency by the secretary shall not preclude the agency from receiving other grants or contracts from federal or local agencies, private organizations, or individuals or state agencies to pay the cost of providing services to the poor.

Approved December 22, 1983.

---



Commonwealth of Massachusetts  
**DEPARTMENT OF HOUSING &  
COMMUNITY DEVELOPMENT**

Deval L. Patrick, Governor ♦ Timothy P. Murray, Lt. Governor ♦ Tina Brooks, Undersecretary

**760 CMR 29:00**  
**The Community Services Block Grant (CSBG) Regulations**  
Updated November 1999

**760 CMR 29.00:**

**COMMUNITY SERVICES BLOCK GRANT PROGRAM**

29.01: Effective Date

29.02: Definitions

29.03: Administration of CSBG

29.04: Purpose and Designation of an Eligible Entity and Areas to be Served

29.05: Corrective Action, Termination and Reduction of Funding

29.06: Requirements for Board of Directors

29.07: Community Action Plan, Funding Application, and Financial and Personnel Procedures

29.08: Citizen Access

29.09: Monitoring of CAAs and Other Eligible Entities

29.10: State Accountability and Performance Measures

29.11: Severability

**29.01: Effective Date**

760 CMR 29.00, as amended, is effective on, 1999. It supersedes the regulatory text previously promulgated on April 18, 1997, and amended on October 30, 1998.

**29.02: Definitions**

CAA. A Community Action Agency.

CSBG. The Community Services Block Grant program established by section 671 et seq. of the federal Omnibus Budget Reconciliation Act of 1981, as amended (the CSBG Act).

Department. The Massachusetts Department of Housing and Community Development.

Director. The Director of the Department.

Eligible Entity. An entity

(1) that is an eligible entity described in section 673(1) (as in effect on the day before the date of enactment of the Coats Human Services Reauthorization Act of 1998) as of the day before such date of enactment or is designated by the process described in section 676A (including an organization serving migrant or seasonal farmworkers that is so described or designated); and

(2) that has a tripartite board or other mechanism described in section 676B, subsection (a) or (b), as appropriate. Secretary. The Secretary of the U.S. Department of Health and Human Services (HHS).

The State. The Commonwealth of Massachusetts



### **29.03: Administration of CSBG**

The Department has been designated by the Governor of the Commonwealth of Massachusetts to serve as the lead agency under the CSBG Act. The CSBG shall be administered in accordance with 760 CMR 29.00, the CSBG Act and other applicable federal and state laws and with guidelines or information memoranda issued from time to time by the Department. The Department shall offer CAAs and other eligible entities an opportunity to comment on proposed guidelines prior to official issuance when the Department deems such opportunity to comment reasonable and appropriate.

### **29.04: Purpose and Designation of an Eligible Entity and Areas to be Served**

(1) Purpose. A CAA or other eligible entity shall have the following responsibilities:

(a) to fulfill the purposes of the CSBG program within the area which it is designated to serve.

(b) to provide substantive comment on projects proposed to be built, operated or both by the Commonwealth of Massachusetts within its designated area in order for the projects to meet the needs of low income persons and city(ies) or town(s) whenever reasonably possible.

(c) to assure access to its programs for all low income persons in its designated service area.

(2) Areas to be Served. A CAA or other eligible entity may conduct CSBG funded programs and activities only in the city(ies) or town(s) included in its designated service areas which are not included in another CAA or other eligible entities designated service area.

(3) Designation of Eligible Entities in Unserved Areas.

(a) The existing CAAs in Massachusetts are eligible entities which receive

CSBG funding to carry out programs and activities in their designated service areas. If a city or town has not been, or ceases to be served by an existing CAA under the CSBG, the Department may at any time initiate a process for the designation of a CAA or other eligible entity pursuant to provisions of applicable federal and state law, including the CSBG Act and M.G.L. c. 23B 24 and in accordance with 760 CMR 29.04(3).

(b) The procedure for existing CAAs or other eligible entities shall be as follows:

1. The Department will notify in writing and request written applications from:

a. any private nonprofit organization that is geographically located in the unserved area, that is capable of providing a broad range of services designed to eliminate poverty and foster self-sufficiency, and that meets the requirements of the CSBG Act; and

b. any private nonprofit eligible entity that is geographically located in an area contiguous to or within reasonable proximity of the unserved area and that is already providing related services in the unserved area.

2. Requirement. In order to serve as the areas designated eligible entity, an entity described in 760 CMR 29.04(3)(b)1.b. shall agree to add additional members to the board of the entity to ensure adequate representation:

a. in each of the three (3) required categories described in the CSBG Act and 760 CMR 29.06, by individuals who reside in the community comprised by the unserved area; and

b. in the category relating to low income individuals, by members that reside in the neighborhood to be served.

3 Special Consideration. The designation shall be granted to an organization of demonstrated effectiveness in meeting the goals and purposes of the CSBG. Priority may be given to eligible entities that are providing related services in the unserved area, consistent with the needs identified by a community-needs assessment.

4 No Qualified Organization in or Near Area. If no private, nonprofit organization is identified or determined to be qualified under 760 CMR 29.04(3) to serve the unserved area as an eligible entity, an appropriate political subdivision may be designated to serve as an eligible entity for the area. In order to serve as the eligible entity for that area, the political subdivision shall have a board or other mechanism as required in section 676B(b) of the CSBG Act and 760 CMR 29.06.

(c) The Department will establish timeframes, selection criteria and submission requirements for the applications, including but not limited to descriptions and evidence of management and organizational capacity, neighborhood support, local impact, and service delivery/coordination plans. If more than one satisfactory application is received pursuant to a request made under 760 CMR 29.04(3)(b), the Department shall consider the applications and determine which CAA or other eligible entity is the most capable of serving the best interests of the low income population.

(d) During the process the Department shall solicit comments from the chief elected official and/or other local official(s) of a city or town in which it intends to designate a CAA or other eligible entity, and from the Massachusetts Community Action Program Directors Association, Inc.

#### **29.05:Corrective Action, Termination and Reduction of Funding**

(1) Determination. If the Director of the Department determines, on the basis of a final decision in a review pursuant to section 678B of the CSBG Act and 760 CMR 29.09 that a CAA or other eligible entity fails to comply with the terms of a Department funding agreement, or the Annual Consolidated CSBG State plan, to provide services under the CSBG Act or to meet appropriate standards, goals, and other requirements established by the State (including performance objectives), the Department shall:

(a) inform the entity of the deficiency to be corrected;

(b) require the entity to correct the deficiency;

- (c) 1. offer training and technical assistance, if appropriate, to help correct the deficiency, and prepare and submit to the Secretary a report describing the training and technical assistance offered; or
- 2. if the Department determines that such training and technical assistance are not appropriate, prepare and submit to the Secretary a report stating the reasons for the determination;
- (d) 1. at the discretion of the Department (taking into account the seriousness of the deficiency and the time required to correct the deficiency), allow the entity to develop and implement, within 60 days after being informed of the deficiency, a quality improvement plan to correct such deficiency within a reasonable period of time, as determined by the Director of the Department; and
- 2. not later than thirty (30) days after receiving from an eligible entity a proposed quality improvement plan, either approve such proposed plan or specify the reasons why the proposed plan cannot be approved; and
- (e) after providing adequate notice and an opportunity for a hearing, initiate proceedings to terminate the designation or reduce the funding of the eligible entity unless the entity corrects the deficiency.
- (2) Review. A determination to terminate the designation or reduce the funding of an eligible entity is reviewable by the Secretary in accordance with the CSBG Act.
- (3) Federal Requirements. The procedures set forth in 760 CMR 29.05 are intended to be carried out consistent with the protections and procedures provided in the CSBG Act, as it may be amended, and any applicable federal regulations. In the case of a conflict, the federal requirements shall prevail.

#### **29.06 Requirements for Board of Directors**

(1) A CAA or other private, nonprofit eligible entity shall administer the CSBG through

a tripartite board as described in Section 676B(a) of the CSBG Act and 760 CMR 29.06. The board shall consist of at least 15 members total. The board shall be selected by the CAA or other eligible entity and composed to assure that -

(a) Representatives of Low Income Persons - Representatives of low income

persons are selected in accordance with democratic procedures adequate to assure that they represent the low income persons in the neighborhood served by the CAA or other eligible entity. Among the selection procedures which may be used, either separately or in combination, are:

- 1. Nominations and elections within the neighborhoods;
- 2. Selection at a meeting of low income persons such that the date, time, and place of such a meeting have been adequately publicized;
- 3. Selection on a small area basis (such as a city block or town) of representatives who in turn select members for the CAA or other eligible entity's board of directors;

4. The CAA or other eligible entity's board may recognize a group(s) or organization(s) composed primarily of low income persons and representing the interests of the low income population, of which the membership may select one or more representatives to the CAA or other eligible entity's board. Persons at or below 175% of the poverty line shall be permitted to vote in these selection processes. A CAA or other eligible entity may request a waiver from this eligibility requirement of 175% of the poverty line in order to establish residency or other criteria as a basis for eligibility. The CAA or other eligible entity must submit the request in writing to the Director including specific justification. The Director may grant such a waiver for good cause shown.

(b) Representatives of Business, Industry, Labor, Religious, Law Enforcement, Education, or Other Major Groups and Interests. The CAA or other eligible entity board shall select organizations representing business, industry, labor, religious, law enforcement, educational or other major groups and interests in the neighborhood. Once an organization is selected and indicates its agreement to be represented it shall choose the person to represent it on the board.

(c) Public Officials - One third of the board shall be elected public officials holding office on the date of selection, or their representatives, except that membership of appointive public officials or their representatives may be counted under the terms of 676B(a)(2)(a) of the CSBG Act.

(2) An eligible entity which is a public organization shall administer the CSBG through a tripartite board or another mechanism specified by the State as described in section 676B(b) of the CSBG Act and 760 CMR 29.06.

(3) Residency Requirement - Each member of the board selected to represent a specific neighborhood within the CAA or other eligible entity's designated service area shall reside in the neighborhood he/she represents.

(4) By-law Requirements - The by-laws of the CAA or other eligible entity shall include the following:

(a) The total number of seats on the board and the allotment of seats to public officials, representatives of low income persons, and representatives of business, industry, labor, religious, law enforcement, educational or other major groups or interests.

(b) Procedures for selecting board members in accordance with 760 CMR 29.06(1) through (3).

(c) A description of any performance standards, including standards of conduct and attendance standards for members of the board, the violation of which may be grounds for removal.

(d) A description of specific procedures to be followed in the case of removal of board members, provided that only representatives of public officials and not the public officials themselves may be removed, while such public officials continue to hold office.

(e) Procedures for selecting new board members in the case of a vacancy on the board. For the purpose of 760 CMR 29.06(4)(e), there is a vacancy on the board when a member has been removed from the board; when a member notifies the board of his/her resignation; when a member dies; when a member who is a public official leaves or is removed from office; or, in the case of a representative of a public official, when the appointing official leaves or is removed from office.

1. With respect to representatives of low income persons, the by-law shall include one of the following two (2) methods for filling a vacancy:

a. the selection procedure under 760 CMR 29.06(1) may be repeated, or

b. the remaining low income representatives may select a replacement to serve for the remainder of the term. In the latter case, the person selected must, to the maximum extent possible, represent the same constituency as the original representative.

2. When the seat of a representative of a group is vacant, the board shall ask the organization which made the selection to select another representative to serve the remainder of the term. In the event that the organization chooses not to select a new representative, the board shall choose another organization to name a representative of the group.

3. When the seat filled by the representative of a public official is vacant, the board shall request that the public official name a replacement.

(f) A description of the selection and service of an alternate member of the board shall include, at a minimum, the following:

1. An alternate shall be elected/selected in the same manner and at the same time as a representative.

2. Representatives of public officials may not select an alternate to substitute for them.

3. The selection of an alternate shall be reflected in the records of the CAA or other eligible entity showing the membership of the board of directors.

4. No alternate may be counted toward a quorum or cast a vote when the person, for whom he or she is an alternate, is present at a meeting.

5. No alternate may hold office on the board of directors.

(g) Procedures regarding board meetings, shall include at a minimum:

1. Quorum. A quorum shall consist of a number of members equal to fifty percent (50%) of the non-vacant seats on the board.

2. Frequency and Notice of Meetings. The board shall meet on a regular basis. The board shall meet at least six (6) times annually. The meetings shall be scheduled for the convenience of its members and for the general public. The CAA or other eligible entity shall provide notice (in writing) of any meeting and an agenda to all members at least seven (7) days in advance. The CAA or other eligible entity shall provide public notice of its meetings at least five (5) days in advance.

3. Open Meetings. All meetings of the board shall be open to the public. Executive sessions relating to programs, activities, and other matters funded by CSBG, should be held according to the procedures and for the purposes set forth in the Massachusetts Open Meeting Law (M.G.L. c. 39 23B).

4. Minutes. The board and its committees shall keep written minutes for each meeting. Minutes shall be made available to the public upon request. The board shall make available to the public, upon request, translations of the minutes in the appropriate language, if a significant portion of the low income population does not speak English and speaks such language. Copies of minutes of each meeting of the board shall be submitted to the Department within ten (10) days after the date of the meeting at which they were approved by the board.

#### **29.07: Community Action Plan, Funding Application, and Financial and Personnel Procedures**

(1) Community Action Plan. As a condition for funding in accordance with the CSBG Act, each CAA or other eligible entity shall develop and submit a Community Action Plan to the Department for review and approval. The Community Action Plan (and any subsequent amendments) shall be approved by the CAA or other eligible entity's board of directors prior to submission to the Department.

##### **(2) Documents and Funding Application.**

(a) The Department shall annually notify the CAA or other eligible entity of the amount of funds to be received in accordance with the Annual Consolidated CSBG State Plan, and of any special conditions for funding.

(b) Not later than sixty (60) days before the beginning of the CSBG program year, the CAA or other eligible entity shall submit a funding application and any other necessary documents, in conformance with all requirements of the Department. The application shall include, in a form prescribed by the Department, but shall not be limited to:

1. A workplan with administration and program objectives and activities for the CAA or other eligible entity to accomplish during its CSBG program year. The plan shall describe in relevant detail each project to be funded; and

2. A CSBG budget

(3) Financial Procedures. Each CAA or other eligible entity shall maintain written financial procedures which conform to applicable federal and state requirements. These procedures (and any amendments thereto) shall be approved by the CAA or other eligible entity's board of directors and a copy of same shall be submitted to the Department. These procedures shall be reviewed and amended by the CAA or other eligible entity as necessary at least once every two (2) years.

(4) Personnel Procedures. The CAA or other eligible entity's personnel policy shall include, but not be limited to, procedures for hiring, conducting an annual evaluation of, and the suspension and termination of the executive director/CEO.

## **29.08: Citizen Access**

(1) Documents Available for Inspection. The following documents shall be made available for inspection by a member of the public upon request:

- (a) Funding application submitted to the Department for CSBG funds;
- (b) The CAA or other eligible entity's current Articles of Incorporation, by-laws, board membership list, and Community Action Plan;
- (c) All contracts (including, but not limited to, contracts for funding, consulting, and goods and services) pertaining to CSBG funds;
- (d) All final reports (including audits) submitted to the Department on projects funded with CSBG funds;
- ~~(e) Minutes of the meetings of the board of directors and its committees; and~~
- (f) Position title, salary range, and job description for all CSBG-funded positions.

(2) Document Availability and Fees . Any such document(s) shall be made available to a member of the public, upon his or her request, at a reasonable time as agreed by the CAA or other eligible entity and by the person requesting the information. If such person wishes copies of the documents and it is feasible to provide such copies, the CAA or other eligible entity may charge a reasonable fee, not to exceed actual costs, for the copying of such documents.

## **29.09 Monitoring of CAAs or Other Eligible Entities**

In General. In order to determine whether CAAs or other eligible entities meet the performance goals, administrative standards, financial management requirements, and other requirements of the State, the Department shall conduct the following reviews:

- (a) A full on-site review of each such entity at least once during each three (3) year period.
- (b) An on-site review of each newly designated entity immediately after the completion of the first year in which such entity receives funds through the Community Services Block Grant.
- (c) Follow-up reviews including time-specified return visits to eligible entities, and their programs, that fail to meet the goals, standards, and requirements established by the State.
- (d) Other reviews as appropriate, including reviews of programs that have had other Federal, State, or local grants (other than assistance provided under this subtitle) terminated for cause.

**Undersecretary  
Tina Brooks**





MASSACHUSETTS DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT  
**Community Services Block Grant (CSBG) Grantees**

---

**Agency:** Action for Boston Community Development, Inc. (ABCD)  
**Address:** 178 Tremont Street; Boston, MA 02111  
**Phone, Fax:** 617-357-6202, x201; 617-357-4661  
**Website:** [www.bostonabcd.org](http://www.bostonabcd.org)  
**E-Mail:** [coard@bostonabcd.org](mailto:coard@bostonabcd.org)  
**Executive Director:** Robert M. Coard (President & CEO)  
**Board President:** Kathleen Flynn  
**Designated Service Area:** Boston, Brookline

---

**Agency:** Action, Inc. (Action)  
**Address:** 180 Main Street; Gloucester, MA 01930  
**Phone, Fax:** 978-283-7874; 978-283-0523  
**Website:** [www.actioninc.org](http://www.actioninc.org)  
**E-Mail:** [WCR@ActionInc.org](mailto:WCR@ActionInc.org)  
**Executive Director:** William Rochford  
**Board President:** Gavin Keenan  
**Designated Service Area:** Essex, Gloucester, Ipswich, Manchester-by-the-Sea, and Rockport

---

**Agency:** Berkshire Community Action Council, Inc. (BCAC)  
**Address:** 1531 East Street; Pittsfield, MA 01201  
**Phone, Fax:** 413-445-4503; 413-447-7871  
**Website:** [www.bcacinc.org](http://www.bcacinc.org)  
**E-Mail:** [datwater@bcacinc.org](mailto:datwater@bcacinc.org)  
**Executive Director:** Donald P. Atwater  
**Board President:** Darren Lee  
**Designated Service Area:** Adams, Alford, Becket, Cheshire, Clarksburg, Dalton, Egremont, Florida, Great Barrington, Hancock, Hinsdale, Lanesborough, Lee, Lenox, Monterey, Mount Washington, New Ashford, New Marlborough, North Adams, Otis, Peru, Pittsfield, Richmond, Sandisfield, Savoy, Sheffield, Stockbridge, Tyngham, Washington, West Stockbridge, Williamstown, and Windsor

---

**Agency:** Cambridge Economic Opportunity Committee, Inc. (CEOC)  
**Address:** 11 Inman Street; Cambridge, MA 02139  
**Phone, Fax:** 617-868-2900; 617-868-2395  
**Website:** *No Web Site*  
**E-Mail:** [ederosa@ceoccambridge.org](mailto:ederosa@ceoccambridge.org)  
**Executive Director:** Elaine DeRosa  
**Board President:** Irviene Goldson  
**Designated Service Area:** Cambridge

---

**Agency:** Citizens for Citizens, Inc. (CFC)  
**Address:** 264 Griffin Street; Fall River, MA 02724  
**Phone, Fax:** 508-679-0041; 508-324-7503  
**Website:** [www.cfcinc.org](http://www.cfcinc.org)  
**E-Mail:** [Msulli5247@Aol.Com](mailto:Msulli5247@Aol.Com)  
**Executive Director:** Mark A. Sullivan, Jr.  
**Board President:** James Dolin  
**Designated Service Area:** Fall River, Freetown, Somerset, Swansea, Taunton, and Westport

---

---

**Agency:** Community Action Agency of Somerville, Inc. (CAAS)  
**Address:** 66-70 Union Square, #104; Somerville, MA 02143  
**Phone, Fax:** 617-623-7370; 617-628-2512  
**Website:** [www.caasomerville.org](http://www.caasomerville.org)  
**E-Mail:** [ksmith-cofield@CAASomerville.org](mailto:ksmith-cofield@CAASomerville.org)  
**Executive Director:** Kimberly Smith-Cofield  
**Board President:** Paul DiPasquale  
**Designated Service Area:** Somerville

---

**Agency:** Community Action Committee of Cape Cod & Islands, Inc. (CACCI)  
**Address:** 115 Enterprise Road; Hyannis, MA 02601  
**Phone, Fax:** 508-771-1727; 508-775-7488  
**Website:** [www.cacci.cc](http://www.cacci.cc)  
**E-Mail:** [estellaf@cacci.cc](mailto:estellaf@cacci.cc)  
**Executive Director:** Estella M. Fritzinger  
**Board President:** David Willard  
**Designated Service Area:** Aquinnah, Barnstable, Bourne, Brewster, Chatham, Chilmark, Dennis, Eastham, Edgartown, Falmouth, Gosnold, Harwich, Mashpee, Nantucket, Oak Bluffs, Orleans, Provincetown, Sandwich, Tisbury, Truro, Wareham, Wellfleet, West Tisbury, and Yarmouth

---

**Agency:** Community Action, Inc. (CAI)  
**Address:** 145 Essex Street; Haverhill, MA 01832  
**Phone, Fax:** 978-373-1971; 978-373-8966  
**Website:** [www.communityactioninc.org](http://www.communityactioninc.org)  
**E-Mail:** [jcuneo@communityactioninc.org](mailto:jcuneo@communityactioninc.org)  
**Executive Director:** John Cuneo  
**Board President:** Lucinda Nolet  
**Designated Service Area:** Amesbury, Groveland, Haverhill, Merrimac, and Newburyport

---

**Agency:** Community Action of the Franklin, Hampshire, and North Quabbin Regions, Inc.  
**Address:** 393 Main Street; Greenfield, MA 01301  
**Phone, Fax:** 413-774-2318; 413-773-3834  
**Website:** [www.communityaction.us](http://www.communityaction.us)  
**E-Mail:** [jsanders@communityaction.us](mailto:jsanders@communityaction.us)  
**Executive Director:** Jane Sanders  
**Board President:** Chris Sikes  
**Designated Service Area:** Amherst, Ashfield, Belchertown, Bernardston, Buckland, Charlemont, Chesterfield, Colrain, Conway, Cummington, Deerfield, Easthampton, Erving, Gill, Goshen, Granby, Greenfield, Hadley, Hatfield, Hawley, Heath, Huntington, Leverett, Leyden, Middlefield, Monroe, Montague, New Salem, Northfield, Northampton, Orange, Pelham, Plainfield, Rowe, Shelburne, Shutesbury, South Hadley, Southampton, Sunderland, Ware, Warwick, Wendell, Westhampton, Whately, Williamsburg, and Worthington

---

---

**Agency:** Community Action Programs Inter-City, Inc. (CAPIC)  
**Address:** 100 Everett Avenue, #14; Chelsea, MA 02150  
**Phone, Fax:** 617-884-6130; 617-889-8110  
**Website:** [www.capicinc.org](http://www.capicinc.org)  
**E-Mail:** [rsrepucci@capicinc.org](mailto:rsrepucci@capicinc.org)  
**Executive Director:** Robert S. Repucci  
**Board President:** Richelle Cromwell  
**Designated Service Area:** Chelsea, Revere, and Winthrop

---

**Agency:** Community Teamwork, Inc. (CTI)  
**Address:** 167 Dutton Street; Lowell, MA 01852  
**Phone, Fax:** 978-459-0551; 978-453-9128  
**Website:** [www.comteam.org](http://www.comteam.org)  
**E-Mail:** [Kfrederick@comteam.org](mailto:Kfrederick@comteam.org)  
**Executive Director:** Karen Frederick  
**Board President:** Thomas A. Joyce  
**Designated Service Area:** Billerica, Chelmsford, Dracut, Dunstable, Lowell, Tewksbury, Tyngsborough, and Westford

---

**Agency:** Greater Lawrence Community Action Council, Inc. (GLCAC)  
**Address:** 305 Essex Street; Lawrence, MA 01840  
**Phone, Fax:** 978-681-4900, X400; 978-681-4949  
**Website:** [www.glcac.org](http://www.glcac.org)  
**E-Mail:** [plaverriere@glcac.org](mailto:plaverriere@glcac.org)  
**Executive Director:** Philip F. Laverriere, Sr.  
**Board President:** James L. Hermans  
**Designated Service Area:** Andover, Lawrence, Methuen, and North Andover

---

**Agency:** Lynn Economic Opportunity, Inc. (LEO)  
**Address:** 156 Broad Street; Lynn, MA 01901  
**Phone, Fax:** 781-581-7220, X252; 781-581-5320  
**Website:** [www.leoinc.org](http://www.leoinc.org)  
**E-Mail:** [jackmog@leoinc.org](mailto:jackmog@leoinc.org)  
**Executive Director:** John Mogielnicki  
**Board President:** Mary Magner  
**Designated Service Area:** Lynn

---

**Agency:** Montachusett Opportunity Council, Inc. (MOC)  
**Address:** 133 Prichard Street; Fitchburg, MA 01420  
**Phone, Fax:** 978-342-7013; 978-345-8626  
**Website:** [www.mocinc.org](http://www.mocinc.org)  
**E-Mail:** [kmcdermott@mocinc.org](mailto:kmcdermott@mocinc.org)  
**Executive Director:** Ms. Kathleen J. McDermott  
**Board President:** Beth Wojnas  
**Designated Service Area:** Ashburnham, Athol, Berlin, Bolton, Clinton, Fitchburg, Gardner, Lancaster, Leominster, Phillipston, Royalston, Sterling, Templeton, Westminster, Winchendon

---

---

<b>Agency:</b>	<b><u>North Shore Community Action Programs, Inc. (NSCAP)</u></b>
<b>Address:</b>	98 Main Street; Peabody, MA 01960
<b>Phone, Fax:</b>	978-531-0767; 978-531-1012
<b>Website:</b>	<b><u>www.northshorecap.org</u></b>
<b>E-Mail:</b>	<b><u>ehogan@nscap.org</u></b>
<b>Executive Director:</b>	Elizabeth Hogan
<b>Board President:</b>	Stella Mae Seamans
<b>Designated Service Area:</b>	Beverly, Danvers, Peabody, and Salem

---

<b>Agency:</b>	<b><u>People Acting in Community Endeavors, Inc. (PACE)</u></b>
<b>Address:</b>	P.O. Box 5626 (166 William Street); New Bedford, MA 02742
<b>Phone, Fax:</b>	508-999-9920; 508-999-3728
<b>Website:</b>	<b><u>www.paceinfo.org</u></b>
<b>E-Mail:</b>	<b><u>pacemorell@aol.com</u></b>
<b>Executive Director:</b>	Bruce Morell
<b>Board President:</b>	Robert Rebello
<b>Designated Service Area:</b>	New Bedford

---

<b>Agency:</b>	<b><u>Quincy Community Action Programs, Inc. (QCAP)</u></b>
<b>Address:</b>	1509 Hancock Street; Quincy, MA 02169
<b>Phone, Fax:</b>	617-479-8181; 617-479-7228
<b>Website:</b>	<b><u>www.qcap.org</u></b>
<b>E-Mail:</b>	<b><u>bas@qcap.org</u></b>
<b>Executive Director:</b>	Beth Ann Strollo
<b>Board President:</b>	Paul M. Connolly
<b>Designated Service Area:</b>	Quincy

---

<b>Agency:</b>	<b><u>Self Help, Inc. (SHI)</u></b>
<b>Address:</b>	780 West Main Street; Avon, MA 02322
<b>Phone, Fax:</b>	508-588-0447; 508-588-1266
<b>Website:</b>	<b><u>www.selfhelpinc.org</u></b>
<b>E-Mail:</b>	<b><u>jonrc@selfhelpinc.org</u></b>
<b>Executive Director:</b>	Jonathan Carlson
<b>Board President:</b>	John Davis
<b>Designated Service Area:</b>	Abington, Attleboro, Avon, Bridgewater, Brockton, Canton, East Bridgewater, Easton, Hanson, Holbrook, Mansfield, North Attleboro, Norton, Plainville, Randolph, Rockland, Sharon, Stoughton, West Bridgewater, and Whitman

---

<b>Agency:</b>	<b><u>South Middlesex Opportunity Council, Inc. (SMOC)</u></b>
<b>Address:</b>	300 Howard Street; Framingham, MA 01701
<b>Phone, Fax:</b>	508-620-2300; 508-620-2310
<b>Website:</b>	<b><u>www.smoc.org</u></b>
<b>E-Mail:</b>	<b><u>jimc@smoc.org</u></b>
<b>Executive Director:</b>	James Cuddy
<b>Board President:</b>	Bruce Hulme
<b>Designated Service Area:</b>	Ashland, Bellingham, Framingham, Holliston, Hopkinton, Marlborough, Natick, Southborough, and Wayland

---

---

**Agency:** South Shore Community Action Council, Inc. (SSCAC)  
**Address:** 265 South Meadow Road; Plymouth, MA 02360  
**Phone, Fax:** 508-747-7575; 508-747-1250  
**Website:** [www.sscac.org](http://www.sscac.org)  
**E-Mail:** [padaly@sscac.org](mailto:padaly@sscac.org)  
**Executive Director:** Patricia Daly  
**Board President:** Dan Shannon  
**Designated Service Area:** Carver, Duxbury, Hanover, Hull, Kingston, Marshfield, Norwell, Pembroke, Plymouth, Plympton, and Scituate

---

**Agency:** Springfield Partners for Community Action, Inc. (SPCA)  
**Address:** 619 State Street; Springfield, MA 01109  
**Phone, Fax:** 413-263-6500; 413-263-6511  
**Website:** [www.springfieldpartnersinc.com](http://www.springfieldpartnersinc.com)  
**E-Mail:** [paulb@springfieldpartnersinc.com](mailto:paulb@springfieldpartnersinc.com)  
**Executive Director:** Paul Bailey  
**Board President:** Dan Rodriguez  
**Designated Service Area:** Springfield

---

**Agency:** Tri-City Community Action Program, Inc. (Tri-CAP)  
**Address:** 110 Pleasant Street, 3rd Floor; Malden, MA 02148  
**Phone, Fax:** 781-322-4125; 781-324-7717  
**Website:** [www.tri-cap.org](http://www.tri-cap.org)  
**E-Mail:** [Pbron@tri-cap.org](mailto:Pbron@tri-cap.org)  
**Executive Director:** Philip Bronder-Giroux  
**Board President:** Charles Harak  
**Designated Service Area:** Everett, Malden, and Medford

---

**Agency:** Valley Opportunity Council, Inc. (VOC)  
**Address:** 300 High Street; Holyoke, MA 01040  
**Phone, Fax:** 413-552-1554; 413-552-1558  
**Website:** [www.valleyopp.com](http://www.valleyopp.com)  
**E-Mail:** [Shuntley@valleyopp.com](mailto:Shuntley@valleyopp.com)  
**Executive Director:** Stephen C. Huntley  
**Board President:** Lisa Lowe  
**Designated Service Area:** Chicopee, and Holyoke

---

**Agency:** Worcester Community Action Council, Inc. (WCAC)  
**Address:** 484 Main Street, 2nd Floor; Worcester, MA 01608  
**Phone, Fax:** 508-754-1176; 508-754-0203  
**Website:** [www.wcac.net](http://www.wcac.net)  
**E-Mail:** [Jdagilis@wcac.net](mailto:Jdagilis@wcac.net)  
**Executive Director:** Jill Dagilis  
**Board President:** Jack Foley  
**Designated Service Area:** Worcester

---

FEDERAL POVERTY LEVEL  
FY 2009 - FY 2010  
COMMUNITY SERVICES BLOCK GRANT (CSBG) -  
AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009

Family Size (# of people in the household)	100% of Federal Poverty Level	125% of Federal Poverty Level	150% of Federal Poverty Level	175% of Federal Poverty Level	200% of Federal Poverty Level
1	\$ 10,830	\$ 13,538	\$ 16,245	\$ 18,953	\$ 21,660
2	\$ 14,570	\$ 18,213	\$ 21,855	\$ 25,498	\$ 29,140
3	\$ 18,310	\$ 22,888	\$ 27,465	\$ 32,043	\$ 36,620
4	\$ 22,050	\$ 27,563	\$ 33,075	\$ 38,588	\$ 44,100
5	\$ 25,790	\$ 32,238	\$ 38,685	\$ 45,133	\$ 51,580
6	\$ 29,530	\$ 36,913	\$ 44,295	\$ 51,678	\$ 59,060
7	\$ 33,270	\$ 41,588	\$ 49,905	\$ 58,223	\$ 66,540
8	\$ 37,010	\$ 46,263	\$ 55,515	\$ 64,768	\$ 74,020

For family units at 100 percent of poverty with more than 8 members, add \$3,740 for each additional family member.

Source: Federal Register, Vol. 74, No. 14, January 23, 2009, pp. 4199—4201

## **The National Indicators of Community Action Performance**

### **Goal 1: Low-Income People Become More Self-Sufficient**

#### **National Performance Indicator 1.1 – Employment**

The number and percentage of low-income participants in community action employment initiatives who get a job or become self-employed as measured by one or more of the following:

- A. Unemployed and obtained a job.
- B. Employed and obtained an increase in employment income.
- C. Achieved “living wage” employment and benefits.

#### **National Performance Indicator 1.2 – Employment Supports**

The number of low-income participants for whom barriers to initial or continuous employment are reduced or eliminated through assistance from community action as measured by one or more of the following:

- A. Obtained pre-employment skills/competencies required for employment and received training program certificate or diploma.
- B. Completed ABE/GED and received certificate or diploma.
- C. Completed post-secondary education program and obtained certificate or diploma.
- D. Enrolled children in “before” or “after” school programs in order to acquire or maintain employment.
- E. Obtained care for child or other dependant in order to gain or maintain employment.
- F. Obtained access to reliable transportation and/or driver’s license in order to gain or maintain employment.
- G. Obtained health care services for themselves or a family member in support of family stability needed to gain or retain employment.
- H. Obtained safe and stable housing in support of family stability needed to gain or retain employment.
- I. Obtained food assistance in support of family stability needed to gain or retain employment.

## National Performance Indicator 1.3 – Economic Asset Enhancement and Utilization

The number and percentage of low-income households that achieve an increase in financial assets and/or financial skills as a result of community action assistance, and the aggregated amount of those assets and resources for all participants achieving the outcome, as measured by one or more of the following:

### A. Enhancement –

Number and percent of participants in tax preparation programs who identify any type of Federal or State tax credit and the aggregated dollar amount of credits.

Number and percentage obtained court-ordered child support payments and the expected annual aggregated dollar amount of payments.

Number and percentage enrolled in telephone lifeline and/or energy discounts with the assistance of the agency and the expected aggregated dollar amount of savings.

### B. Utilization –

1. Number and percent demonstrating ability to complete and maintain a budget for over 90 days.
2. Number and percent opening an Individual Development Account (IDA) or other savings account and increased savings, and the aggregated amount of savings.
3. Of participants in a community action asset development program (IDA and others):
  - a. Number and percent capitalizing a small business with accumulated savings.
  - b. Number and percent pursuing post-secondary education with accumulated savings.
  - c. Number and percent purchasing a home with accumulated savings.

**Goal 2: The Conditions in Which Low-Income People's Lives are improved**



## National Performance Indicator 2.1 Community Improvement and Revitalization

Increase in, or safeguarding of threatened opportunities and community resources or services for low-income people in the community as a result of community action projects/ initiatives or advocacy with other public and private agencies, as measured by one or more of the following:

- A. Accessible "living wage" jobs created or saved from reduction or elimination in the community.
- B. Safe and affordable housing units created in the community.
- C. Safe and affordable housing units in the community preserved or improved through construction, weatherization or rehabilitation achieved by community action activity or advocacy.
- D. Accessible and affordable health care services/facilities for low-income people created or saved from reduction or elimination.
- E. Accessible safe and affordable childcare or child development placement opportunities for low-income families created or saved from reduction or elimination.
- F. Accessible "before" school and "after" school program placement opportunities for low-income families created or saved from reduction or elimination.
- G. Accessible new, preserved, or expanded transportation resources, or those that are saved from reduction or elimination, that are available to low-income people, including public or private transportation.
- H. Accessible or increased educational and training placement opportunities, or those that are saved from reduction or elimination, that are available for low-income people in the community, including vocational, literacy, and life skill training, ABE/GED, and post-secondary education.

## National Performance Indicator 2.2 -- Community Quality of Life and Assets

The quality of life and assets in low-income neighborhoods are improved by community action initiative or advocacy, as measured by one or more of the following:

- A. Increases in community assets as a result of a change in law, regulation or policy, which results in improvements in quality of life and assets.
- B. Increase in the availability or preservation of community facilities.
- C. Increase in the availability or preservation of community services to improve public health and safety.
- D. Increase in the availability or preservation of commercial services within low-income neighborhoods.
- E. Increase or preservation of neighborhood quality of life resources.

### **Goal 3: Low-Income People Own a Stake in Their Community**

#### **National Performance Indicator 3.1 – Civic Involvement**

The number of volunteer hours donated to community action.

#### **National Performance Indicator 3.2 – Community Empowerment through Maximum Feasible Participation**

The number of low-income people mobilized as a direct result of community action initiative to engage in activities that support and promote their own well-being and that of their community as measured by one or more of the following:

- A. Number of low-income people participating in formal community organizations, government, boards or councils that provide input to decision-making and policy setting through community action efforts.
- B. Number of low-income people acquiring businesses in their community as a result of community action assistance.
- C. Number of low-income people purchasing their own homes in their community as a result of community action assistance.
- D. Number of low-income people engaged in non-governance community activities or groups created or supported by community action.

### **Goal 4: Partnerships Among Supporters and Providers of Service to Low-Income People are Achieved**

## **National Performance Indicator 4.1 – Expanding Opportunities through Community-Wide Partnerships**

The number of organizations, both public and private, community action actively works with to expand resources and opportunities in order to achieve family and community outcomes.

Number of organizations community action agencies work with to promote family and community outcomes.

## **Goal 5: Agencies Increase Their Capacity to Achieve Results**

### **National Performance Indicator 5.1 – Broadening the Resource Base**

The number of dollars mobilized by community action, including amounts and percentages from:

- Community Services Block Grant (CSBG);
- Non-CSBG Federal Programs;
- State Programs;
- Local Public Funding;
- Private Sources (including foundations and individual contributors, goods and services donated); and
- Value (at Federal minimum wage) of volunteer time.

A separate accounting and reporting shall be required for all funding received by an eligible entity under the American Reinvestment and Recovery Act of 2009, including CSBG.

## **Goal 6: Low-Income People, Especially Vulnerable Populations, Achieve Their Potential by Strengthening Family and Other Supportive Systems**

### **National Performance Indicator 6.1 – Independent Living**

The number of vulnerable individuals receiving services from community action that maintain an independent living situation as a result of those services:

- A. Senior Citizens.
- B. Individuals with Disabilities.

#### National Performance Indicator 6.2 – Emergency Assistance

The number of low-income individuals or families served by community action that sought emergency assistance and the percentage of those households for which assistance was provided, including such services as:

- A. Food (specify unit of measurement – individuals, families, and packages/bags);
- B. Emergency vendor payments, including fuel/energy bills;
- C. Temporary Shelter;
- D. Emergency Medical Care;
- E. Protection from Violence;
- F. Legal Assistance;
- G. Transportation;
- H. Disaster Relief; and
- I. Clothing.

#### National Performance Indicator 6.3 – Child and Family Development

The number and percentage of all infants, children, youth, parents, and other adults participating in developmental or enrichment programs that achieve program goals, as measured by one or more of the following:

- A. Infants and Children –
  - 1. Infants and children obtain age appropriate immunizations, medical, and dental care.
  - 2. Infant and child health and physical development are improved as a result of adequate nutrition.
  - 3. Children participate in pre-school activities to develop school readiness skills.
  - 4. Children who participate in pre-school activities are developmentally ready to enter Kindergarten or 1<sup>st</sup> Grade.

## B. Youth –

1. Youth improve physical health and development;
2. Youth improve social/emotional development;
3. Youth avoid risk-taking behavior for a defined period of time;
4. Youth have reduced involvement with criminal justice system; and
5. Youth increase academic, athletic or social skills for school success by participating in before or after school programs.

## C. Parents and Other Adults –

1. Parents and other adults learn and exhibit improved parenting skills; and
2. Parents and other adults learn and exhibit improved family functioning skills.

## ADMINISTRATIVE CERTIFICATIONS

### Certification Regarding Environmental Tobacco Smoke

In accordance with the Public Law 103-227, Part C. Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994 (Act), DHCD shall require that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18 if the services are funded by Federal programs either directly or through States or local governmental by Federal grant, contract, loan or loan guarantee.

### Certification Regarding Lobbying

No federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representative of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31 U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance:

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form LLL "Disclosure Forms to Report Lobbying," in accordance with its instructions.

Certification Regarding Debarment, Suspension, and Other Responsibility Matters  
Primary Covered Transactions

The Commonwealth of Massachusetts, by signing and submitting this CSBG State Plan and Application, certifies to the federal government that it agrees to comply with the assurances set out below:

- (a) The inability of a person to provide the certification required below will not necessarily result in denial of participation in the covered transaction. If necessary, the Commonwealth of Massachusetts shall submit an explanation of why it cannot provide the certification. The certification or explanation will be considered in connection with HHS's determination whether to enter into the transaction. However, a failure of the Commonwealth of Massachusetts to furnish a certification or explanation shall disqualify such person from participation in the transaction.
- (b) The certification in this clause is a material representation of fact upon which reliance was placed when HHS determined that the Commonwealth of Massachusetts knowingly rendered an erroneous certification, in addition to other remedies available to federal government, HHS may terminate this transaction for cause or default.
- (c) The Commonwealth of Massachusetts shall provide immediate written notice to the HHS agency to which this Plan is submitted if at any time the



Commonwealth of Massachusetts learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

- (d) The terms "covered transaction," "debarred," "suspended," "ineligible," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549 at 45 CFR Part 76.
- (e) The Commonwealth of Massachusetts agrees by submitting this Plan that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by HHS.
- (f) The Commonwealth of Massachusetts further agrees by submitting this Plan that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions," provided by HHS without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- (g) A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-procurement List (of excluded parties).
- (h) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

- (i) Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, HHS may terminate this transaction for cause or default.
- (1) The Commonwealth of Massachusetts certifies to the best of its knowledge and belief, that it and its principals:
  - (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
  - (b) have not within a 3-year period preceding this Plan been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - (c) are not presently indicted or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and
  - (d) have not within a 3-year period preceding this Plan had one or more public transactions (federal, state or local) terminated for cause or default.
- (2) Where the Commonwealth of Massachusetts is unable to certify to any of the statements in this certification, the Commonwealth of Massachusetts shall attach an explanation to this Plan.

### Drug-Free Workplace Act Certification

The Commonwealth of Massachusetts, by submitting this CSBG State Plan and Application, is providing the certification set out below which requires, by regulations, the implementation of the Drug-Free Workplace Act of 1988, 45 CFR Par 76, Subpart F. The regulations, published in the May 25, 1990 Federal Register, require certification by grantees that they will maintain a drug-free workplace. The certification set out below is a material of fact upon which reliance will be placed when the U.S. Department of Health and Human Services (HHS) determines to award the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirement of the Drug-Free Workplace Act, HHS, in addition to any other remedies available to the federal government, may take action authorized under the Drug-Free Workplace Act. False certifications shall be grounds for suspension of payments, suspension or termination of grants, or government-wide suspension or debarment.

Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, once workplaces are identified, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.

Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or state highway department while in operation, state employees in each local unemployment office, performers in concerts hall or radio studios).

If the workplace identified to HHS changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in questions (see above).

Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

"Controlled substance" means a controlled substance in Schedule I through V of the Controlled Substance Act (21 USC. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15).

"Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes;

"Criminal drug statute" means a Federal or non-federal or state criminal drug statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

"Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All "direct charge" employees; (ii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients of subcontractors in covered workplaces).

The Commonwealth of Massachusetts certifies that it will or will continue to provide a drug-free workplace by:

(a) publishing a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying that actions that will be taken against employees for violation of such prohibition;

(b) establishing an on-going drug-free awareness program to inform grantees about:

- (1) the dangers of drug abuse in the workplace;
  - (2) the state's policy for maintaining a drug-free workplace;
  - (3) any available drug counseling, rehabilitation, and employee assistance programs; and
  - (4) the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) making it a requirement that employees to be engaged in the performance of the grant be given a copy of the statement required by subparagraph (a);
- (d) notifying the employee and grantee in the statement required by subparagraph (a) that, as a condition of employment under the grant, the employee will:
- (1) abide by the terms of the statement; and
  - (2) notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five (5) calendar days after such conviction;
- (e) notifying the agency in writing, within ten (10) calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- (f) taking one of the following actions within thirty (30) calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is convicted:

- (1) taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- (2) requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency;
- (g) making a good faith effort to continue to maintain a drug-free workplace through the implementation of paragraphs (a), (b), (c), (d), (e), and (f).

Signature

Francena Brooks

Francena Brooks, Undersecretary, DHCD

Date: 5/18/09

Grant Number: 93569

**THIS PAGE IS INTENTIONALLY LEFT BLANK**